

Appendix XII

NOTICE OF SPECIAL MEETING

TO: MEMBERS UNITED COMMUNITY CORPORATION

FROM: Peter V. R. Schuyler, Jr.,
Secretary

Mr. Willard Heckel, President of the United Community Corporation has asked me to inform you that there will be a special meeting of the members of the United Community Corporation on Monday, February 1 - 8:00 p.m. at the Quitman School Auditorium, 21 Quitman Street, Newark, N.J.

The meeting has two objectives:

1. To get your reaction of the following amendment to the By-Laws:

"ARTICLE II, Section 2, to read as follows:

"The Board shall be composed of the Mayor, two members of the City Council, the President of the Board of Education, the Superintendent of Schools and forty-eight members at large, (plus the seven remaining members of the City Council who shall be honorary members of the Board of Trustees.) These members shall not represent but should be representative of government, social agencies, business and labor, religious and ethnic groups, as well as those in the community who are to benefit from the work of the Corporation.

"Trustees shall serve a three year term. They may serve only two successive terms. At the end of the first year, May 1965, one third of the forty-eight members at large (16) shall be subject to rotation off the Board. This process shall be repeated during the second and third years so that sixteen Trustees shall begin a new term each year. Those who are rotated in the first three years will be eligible for only one successive term even if they have only served one or two years."

The part in brackets would be added.

2. The second will be to give you a full report on the activities of the Corporation to date by the president of the Corporation, various committee co-chairmen and the executive director.

UNITED COMMUNITY CORPORATION

Membership meeting
Monday February 1, 1965
9:00 P.M.
Quitman School
Newark, New Jersey

ATTENDANCE:

Peter Schuyler
Ralph L. Sims
Gloria Bridges
Beatrice C. Slaten
Bernice H. Webber
Mrs. W. Scott Young
James P. Nelson
Mrs. Alexzina W. Brown
Timothy Still
John Green
Howard Goeringer
Thomas J. Reynolds
George C. Richardson
Robert W. Harvey
B. F. Johnson
Rabbi Israel E. Turner
Tom Hayden
Duke E. Moore, Sr.
Ralph Zinn
Fred Ewing
Marjorie T. Van Dyke
Ulysses Blakely
Emil Hirschhoff
Hilda Hidalgo
Lee Bernstein
Frank Addonizio
Kenneth A. Gibson
William A. Mercer
Mary Smith
Harry P. Wheeler
Earl Harris
Rev. Thomas J. Carey
Mrs. Esta Williams
Miss Dorothy Gould
Richard D. Marshall
Thomas F. Edwards
Jack Tracy
Grace E. Malone
Joy C. Smith
Douglas Amos

Walter Dawkins
Fredericka Ingham
Irvine I. Turner
Mrs. Charles O'Flaherty
Mr. & Mrs. Gilbert Hunsinger
Mrs. Ethel M. Moore
James Eastman
Rev. John Collier
Monsignor Joseph Dooling
Oscar Coxson
Harry Van Dyke
J. Thomas Flagg
Ruth Fisher
Charles W. Garrison
Ralph T. Geller
James A. Pawley
Herbert H. Tate
Kim Jefferson
Mrs. Sylvia Woodson
Mrs. Yvonne Pogue
Mrs. Sylvia Josephson
Irving Rosenberg
Belle Rosenberg
Rabbi Jonathan J. Prinz
Myron Redford
William D. Payne
Phillip Thigpen
C. Willard Heckel
Cyril D. Tyson
Walter Chambers
Carolyn Kelley
Derek T. Winans
Rufus W. Cooper
Horace Hunt
Harold Story
Irvin L. Solondz
Norman Steinlauf
Jimmy Rell
Mary L. Williams
Jim Rospel

PRESIDING: Mr. Heckel, President, presided.

WELCOME: Welcome was given by Mr. Heckel to the first Membership meeting of the United Community Corporation.

REPORT ON Miss Hidalgo read that section of the By-Laws which dealt
MEMBERSHIP: with membership and discussed it with the members present.

In the discussion which followed Mr. Wheeler, Rabbi Turner, Rev. Johnson, and Dr. Blakely discussed membership and urged appointment of a membership committee.

PROGRAM Vice President, Timothy Still, reported that the Program
COMMITTEE: Committee was set up to clear all programs that would be presented under the Economic Opportunities Act. Mr. Still further reported that the purposes of the programs would be to reach the people who are existing in a state of poverty.

CHANGE IN Mr. Tate presented the proposed change in the By-Laws as
BY - LAWS: follows:

"The Board shall be composed of the Mayor, two members of the City Council, the President of the Board of Education, the Superintendent of Schools and forty-eight members at large, (plus the seven remaining members of the City Council who shall be honorary members of the Board of Trustees.) These members shall not represent but should be representative of government, social agencies, business and labor, religious and ethnic groups, as well as those in the community who are to benefit from the work of the Corporation."

"The part in brackets would be added."

It was moved and properly seconded, and by two-thirds vote, voted that the By-Laws be amended as proposed.

Mr. Frank Addonizio reported that some of the Councilmen did not want to be honorary trustees because they did not have a vote.

REPORT ON Mr. Chambers made the following report. (A copy of which
STAFF: is attached to and becomes a part of the original minutes of this meeting.)

DRAWING FOR
BOARD
ROTATION:

The following named people were drawn to be eligible for rotation the first year:

Charles W. Garrison	Kenneth Carberry
Mrs. Grace Malone	Irving Rosenberg
Frank Loria	Herbert Tate
Eulis Ward	Kenneth A. Gibson
Very Rev. Ledlie Laughlin	Mrs. Ethel M. Moore
Ralph Geller	Zain Matos
Marshall Stalley	Rev. John Green
Charles A. Matthews	Duke E. Moore, Sr.

The following named people were drawn to be eligible for rotation after the first two years:

Raymond Proctor	C. Willard Heckel
Louis R. Juad	Franklin Roberts
Dr. Thomas Reynolds	Louis Danzig
Albert Saldutti	George Haney
Miss Dorothy Gould	Rt. Rev. Msgr. Joseph A. Dooling
Peter V. R. Schuyler, Jr.	Frederick Ewing
Rev. Earl Huff	Miss Hilda Hidalgo
Francis A. Quillan	Rabbi Jonathan J. Prinz

The following named people were drawn to be eligible for rotation after the first three years:

Very Rev. Msgr. Thomas J. Carey	Mrs. Ceil Arons
Mrs. Louise Patterson	James A. Pawley
Rev. B. F. Johnson	William D. Payne
Timothy Still	Thomas F. Edwards
Robert W. Harvey	Walter Chambers
Abe L. Sudran	James Brown
George C. Richardson	Mrs. Reynold Burch
James Williams	Rev. Boyd Cantrell

QUESTIONS
AND
ANSWERS:

During the question and answer period emphasis was placed upon the fact that individual salaries were listed at the top of the range and that this did not mean that everyone would be hired at that level.

The geographic area of the three Area Boards was described and the indication was made that work would start immediately on setting up these Area Boards.

ADJOURNMENT: There being no further business the membership meeting was closed at 9:50 p.m.

Respectfully submitted,
s/s
Peter V. R. Schuyler, Jr.
Secretary

UNITED COMMUNITY CORPORATION

CITY OF NEWARK, N. J.

February 1, 1965

REPORT OF PERSONNEL COMMITTEE

The Personnel Committee is composed of the following members:

Walter D. Chambers, Chairman
Peter V. R. Schuyler, Co-Chairman
Mrs. Coil Arons
James Brown
Frederick Ewing
Ralph Geller
Kenneth A. Gibson
Reverend John Green
Reverend Earl Huff

Dr. Edward F. Kennelly
Duke E. Moore, Sr.
William D. Payne
James A. Pawley
Francis S. Quillian
George C. Richardson
Irving Rosenberg
Abe L. Sudran

This Committee, appointed at the Board meeting of December 21, 1964, met on January 18 and 29, 1965.

The Personnel Committee agreed that its immediate objective is the recruitment and selection of top staff members. This objective is spelled out in a recommendation adopted by the Board of Trustees on December 21, 1964. In addition to staff selection, the Committee accepted a second objective -- the establishment of personnel practices and policy.

To accomplish these objectives the Committee was divided into three Subcommittees -- Personnel Practices, Job Descriptions and Specifications and Screening and Selection. (See attached list for the Subcommittee assignments).

The Subcommittee on Personnel Practices -- James Pawley, Chairman -- will draft the manual on Personnel Practices which will cover such areas as working hours, salary administration, vacation and leave policy, health and welfare benefits and other matters of concern to staff members of United Community Corporation.

The Subcommittee on Job Descriptions and Specifications -- Ralph Geller, Chairman -- will draft the job summary and prerequisites for the various top staff positions in the UCC.

The Subcommittee on Screening and Selection -- Francis Quillian, Chairman -- will publicize all pertinent information on current job openings in the Corporation and make applications available to the interested public. In addition, this Committee will process the applications and make appropriate recommendations to the Executive Director, who will make the final selection.

These Subcommittees immediately functioned to carry out their purpose in order that the process of hiring might proceed as quickly as possible. At a meeting of the full Personnel Committee the following reports of progress were received:

Personnel Practices - This Subcommittee is compiling the material to be included in the manual. Expects to complete the job by February 15.

Job Descriptions and Specifications - Subcommittee has drafted the descriptions and specifications for the positions of Associate Director, Comptroller, Personnel Director, Legal Counsel, Employment Training Director and Community Action Director. These are the top staff positions included in the Revised Operating Budget.

Screening and Selection - Subcommittee established the procedure by which applications will be received and processed. First, information on all job openings will be made available to the public through all possible sources. Secondly, applications will be received and screened by the Executive Director. The applications of qualified candidates will be reviewed by the Subcommittee which will select those persons to be invited for an interview. All members of the Personnel Committee may participate in the interview sessions. Members of the Board of Trustees will also be invited to attend as observers. Following the interviews the list of approved candidates will be submitted to the Executive Director who will make the final selection.

Throughout its deliberations the Subcommittee on Screening and Selection and the entire Personnel Committee will be guided by the resolution adopted by the Board on December 21, 1964 which stated in part, "wherever possible preference will be given to residents of Newark in the hiring of personnel for the United Community Corporation."

After the immediate objective of the selection of top staff has been achieved the Personnel Committee will continue to work with these staffers in the establishment and implementation of the personnel practices and policy of the Corporation.

Respectfully submitted,

Walter D. Chambers, Chairman Peter V. R. Schuyler, Jr.
Co-Chairman

UNITED COMMUNITY CORPORATION

PERSONNEL COMMITTEE

SUBCOMMITTEE ASSIGNMENTS

1. Personnel Practices

James Pawley, Chairman
George Richardson
Samuel Warren

2. Job Descriptions and Specifications

Ralph Geller, Chairman
Dr. Edward Keonally
Kenneth Gibson
Alto Sudron
Rev. Earl Huff
Fred Ewing

3. Selection

Francis Quillen, Chairman
William Payne
Mr. Cecil Aron
Irving Rosenber
James Brown
Duke Moore, Jr.
Rev. John Green

January 28, 1965